

GOVERNMENTAL OPERATIONS

Agency 085

Office of the Secretary of State

Recommendation Summary

Dollars in Thousands

	Annual FTEs	General Fund State	Other Funds	Total Funds
2005-07 Expenditure Authority	322.1	40,072	88,177	128,249
Total Maintenance Level	307.9	48,592	71,583	120,175
Difference	(14.2)	8,520	(16,594)	(8,074)
Percent Change from Current Biennium	(4.4)%	21.3%	(18.8)%	(6.3)%
Performance Changes				
Equipment for Archive Facilities			55	55
Presidential Primary Voter Pamphlet		498		498
Primary Election Voter Pamphlet		996		996
State's Odd-Year Election Costs		1,805		1,805
Staff Voter Registration Web Portal	2.0			
Digital Depository of State Publications	2.0	331		331
Corrections Center Library Staffing	2.0	570		570
Increase in TVW Pass Through Funds		120		120
Increase Grants to Local Government	1.2		980	980
Continue Archives Project	6.0		716	716
Replace Archives Vehicle			21	21
Puget Sound Region Archive Research	1.0		204	204
Digital Archives Functionality	2.5		3,202	3,202
Local Government Security Microfilm Project			1,400	1,400
Elections Ballot Tracking		3,560		3,560
EWU Joint Professorship Contract			64	64
Revise Pension Gain-Sharing #		(64)	(44)	(108)
Nonrepresented Staff Health Benefit		148	51	199
WFSE Collective Bargaining Agreement			609	609
Nonrepresented Staff Salary Change		1,487	542	2,029
Self Insurance Premium		(2)	(2)	(4)
Subtotal	16.7	9,449	7,798	17,247
Total Proposed Budget	324.6	58,041	79,381	137,422
Difference	2.5	17,969	(8,796)	9,173
Percent Change from Current Biennium	0.8%	44.8%	(10.0)%	7.2%
Total Proposed Budget by Activity				
Address Confidentiality Program	3.6	536	4	540
Administrative Activity	35.6	4,715	1,962	6,677
Agency Information Technology	14.0	1,749	565	2,314
Apostilles Program	1.2	36	129	165
Assistance to Local Libraries	19.5	827	6,468	7,295
Certification and Training	8.3	1,650	10	1,660
Certification Authorities Registration	.5	72	58	130

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	Annual FTEs	General Fund State	Other Funds	Total Funds
Charitable Solicitation Program	4.0	581	75	656
Charitable Trusts Program	1.0	158	16	174
Corporations and Partnerships Registration	35.1	2,989	2,708	5,697
Digital Archives	10.7		7,701	7,701
Digital Historical Collection	2.4	484	4	488
Election Cost Reimbursement to Counties		13,290		13,290
Federal Information	6.5	1,161	8	1,169
Government Information Locator Service (GILS)	5.1	1,006	6	1,012
Help America Vote Act Local Grant Program	2.3		32,378	32,378
Historical Collection	15.1	2,604	18	2,622
Imaging Services and Security Microfilm	43.2		5,448	5,448
Library Services to State Institutions	22.0	4,122	139	4,261
Oral History Program	3.1	374	10	384
Productivity Board	3.5		621	621
Public Affairs Broadcasting		4,689		4,689
Records Management	13.2		3,059	3,059
State Archives	31.4		9,642	9,642
State Depository Collection	15.4	2,687	18	2,705
Voter Registration and Initiative Services	14.9	2,340	24	2,364
Voter Registration Database	8.4	3,560	6,494	10,054
Voters Pamphlet, Voter Outreach, and Legal Advertising	4.9	4,029	8	4,037
Washington Talking Book and Braille Library		2,044	656	2,700
Other Statewide Adjustments		2,338	1,152	3,490
Total Proposed Budget	324.6	58,041	79,381	137,422

PERFORMANCE LEVEL CHANGE DESCRIPTIONS

Equipment for Archive Facilities

Chiller units and storage shelves will be purchased for two branches of the Archives division. The Northwest Regional Archives will replace two failing chiller units, and the Puget Sound Regional Archives will upgrade to standard space saver shelves. These purchases will maintain an environment necessary for the preservation and efficient storage of archival collections. (Local Government Archives Account-State)

Presidential Primary Voter Pamphlet

One-time funding is provided to produce a 2008 presidential primary voters' pamphlet for every household.

Primary Election Voter Pamphlet

Necessary funding is provided to produce a state primary voters' pamphlet for the 2008 primary election.

State's Odd-Year Election Costs

Counties are reimbursed for the state's share of odd-year election costs as required by statute. In past odd-year elections, however, the state has incurred additional interest costs due to insufficient funding to pay all county reimbursements. This item establishes a higher ongoing base budget for reimbursement to avoid paying interest for future odd-year elections.

Staff Voter Registration Web Portal

Two FTE staff are provided, paid for with existing federal Help America Vote Act (HAVA) funds. As required by HAVA, the statewide voter registration database is being upgraded to add a web portal for sharing information. Staff will maintain the web portal and provide web services for county elections offices.

Digital Depository of State Publications

The 2006 Legislature enacted legislation to ensure permanent access to state government publications, regardless of format. The State Library currently maintains printed publications and has developed a basic interim system for electronic publications until funding is obtained for permanent access. This item expands the current State Publications Depository Program to include a digital depository to capture, preserve, and make available all electronic state publications.

Corrections Center Library Staffing

The State Library has statutory responsibility for providing library services to state-supported residential institutions. Currently ten Department of Correction (DOC) facilities have branch libraries managed and operated by the State Library. In December 2008, DOC will open the expanded Coyote Ridge Corrections Center and has requested that the State Library establish and operate a combined branch and law library at the facility. This item funds staffing and one-time library materials and equipment for this service.

Increase in TVW Pass Through Funds

Funding is added to cover increased costs for TVW's new facility.

Increase Grants to Local Government

Available revenue from the Local Government Fee Account will be used to enhance the local records competitive grant program in the 2007-09 Biennium. A requirement governing use of these funds is that the Secretary of State's Archives Division establish a competitive grant program for local government agencies to implement effective public records projects. (Local Government Archives Account-State)

Continue Archives Project

The Archives Division received six project FTE staff in the 2005-07 Biennium to begin the processing of archival collections not currently arranged and described well enough to be visible and usable for researchers. Funding is provided to retain five positions through the 2007-09 Biennium and one position through the 2011-13 Biennium to continue processing the backlog of collections. (Archives and Records Management Account-State, Local Government Archives Account-State)

Replace Archives Vehicle

The Secretary of State's Northwest Regional Archives will replace its vehicle through a vehicle contract with the Department of General Administration. Staff travel to local government agencies to provide support for their records management programs and to transfer public records to the archives. (Local Government Archives Account-State)

Puget Sound Region Archive Research

A two-year project position is needed to meet the high demands placed on the Puget Sound Regional Archives (PSRA) branch. PSRA's response time of five days for research requests will be reduced to one day as it is in the other branches. Funding for a current FTE staff is shifted to the Local Government Fee Account. This shift will allow the photo revenue appropriation to cover the cost of hiring students workers to scan and transfer images to the digital archives for online access. (Local Government Archives Account-State)

Digital Archives Functionality

The digital archives is a highly complex, technical facility that provides access, security, and records management functions for public records created and/or maintained by state and local agencies in an electronic format. Following the investment plan approved by the Information Services Board for a phased approach for acquisition of hardware and software through Fiscal Year 2011, funding is needed for technology updates and staff to handle the increase in agency records transferred. (Archives and Records Management Account-State, Local Government Archives Account-State)

Local Government Security Microfilm Project

The local government security microfilm project has been implemented in phases over several biennia by the Archives Division. Funding is provided to complete the project, which involves repairing substandard security microfilm, purchasing equipment to convert large format digital records to security microfilm, and appropriating funding to ensure the ability to image local government records. (Local Government Archives Account-State)

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Elections Ballot Tracking

One-time funding is provided to connect remaining counties to the mail-in ballot tracking system and for ongoing maintenance of the system. This web-based ballot accountability system will allow a voter to track his or her ballot through the election process, facilitate more timely and accurate migration of election results from counties to the state, and substantially improve ballot reconciliation.

EWU Joint Professorship Contract

The digital archives, in collaboration with Eastern Washington University (EWU), is working to develop a comprehensive public history program in the College of Social and Behavioral Sciences, Department of History. An interagency agreement with EWU will cover half the salary and benefits for a position to manage the program. This will increase the number of agency contacts by the digital archives and improve the quality of EWU's public history program. (Archives and Records Management Account-State, Local Government Archives Account-State)

Self Insurance Premium

Funding for the agency's self insurance premium is decreased to reflect claims experience. (General Fund-State, Archives and Records Management Account-State)

ACTIVITY DESCRIPTIONS

Address Confidentiality Program

This program helps crime victims (specifically victims of domestic violence, sexual assault, or stalking) keep their addresses out of state and local government records so perpetrators cannot use public records to locate their victims and continue the abuse. The program provides participants with a substitute address that can be legally used as residence, work, and/or school addresses. It also provides confidentiality in voter registration and marriage licenses, two areas that are normally public records.

Administrative Activity

Administration provides the agency with management and policy direction not directly attributed to any program or service. Functions include public information, legislative affairs, policy and planning, international relations, human resources, financial services, contracting and purchasing, and facility and records management. (Archives & Records Management-State, Secretary of State Revolving Non-appropriated, Dept. of Personnel-State, Local Government Archives-State, Imaging Account Non-appropriated, Election Account-Federal)

Agency Information Technology

This activity provides the agency with central oversight and coordination of technology, including the agency's information technology plan, server maintenance, hardware/software maintenance and programming, and web service development. (Archives & Records Management-State, Secretary of State Revolving Non-Appropriated, Dept of Personnel-State, Local Government Archives-State, Imaging Account Non-appropriated, Election Account-Federal)

Apostilles Program

The Office of the Secretary of State is responsible for authenticating public documents for international use by verifying the official nature of a document so officials abroad can accept it at face value. Various documents (birth/death, marriage/divorce, police records, corporate good standings, etc.) submitted to this office are used internationally for adoptions, dual citizenship, business transactions, and education purposes. (Secretary of State Revolving Non-appropriated)

Assistance to Local Libraries

This activity coordinates, in conjunction with the Library Council of Washington (LCW), statewide projects and initiatives using Library Services and Technology Act (LSTA) funds. It administers the LSTA grant, in compliance with LSTA's parent institution, the Institute of Museum and Library Services. This includes monitoring the requirements to retain federal funds. (General Fund-Federal, General Fund-Private/Local)

Certification and Training

This activity develops the curriculum used to train and certify state and local election officials in conducting elections. Staff perform election reviews of individual county procedures in the event of federal or state recounts. Also, the division provides comprehensive resources and reference materials for local election officials, political party organizations, and other interested parties.

Certification Authorities Registration

The Electronic Authentication Act (RCW 19.34) is a certification authority licensure program administered by the Office of the Secretary of State. The office is an independent third party which ensures that the licensure process remains separate from the digital signature technology itself. Certification authorities verify the identity of individuals and issue digital signatures. Digital signatures are used to sign contracts, verify identity, and control access to applications over the Internet. (Secretary of State Revolving Non-appropriated)

Charitable Solicitation Program

The Office of the Secretary of State registers entities that solicit funds from Washington State citizens. Registration is used to provide information to the public about charities and their paid fundraisers. This information promotes education and awareness for targeted or vulnerable citizens such as the elderly, and exposes the improper use of contributions intended for charitable purposes. (Secretary of State Revolving Non-appropriated)

Charitable Trusts Program

This activity registers charitable trusts relating to entities holding income-producing assets in the name of charity. Registration of charitable trusts also permits supervision of the administration of these public trusts, helps to prevent deceptive and dishonest practices, and prevents the improper use of public funds intended for charitable purposes. Information provided through registration promotes consumer education and awareness for grant seekers, grant makers, and public beneficiaries. (Secretary of State Revolving Non-appropriated)

Corporations and Partnerships Registration

This activity provides registration of entities conducting business in the state of Washington, including domestic and foreign (out-of-state) corporations, limited partnerships, limited liability partnerships, and limited liability companies. The program also registers international student exchange programs and accepts service of process on corporations failing to maintain a registered agent or registered office address, and on out-of-state residents involved in accidents on Washington highways. The activity also provides the public with in-state trademark protection and evidence of first-use of the mark. (Secretary of State Revolving Fund Non-appropriated)

Digital Archives

This activity is to preserve and make accessible the legal and historical electronic records of all executive, legislative, and judicial branches; state agencies; and local governments. It maintains a public research facility for reference and scholarship. The Digital Archives provides secure storage of archived electronic records, provides remote access via the Internet, and ensures long-term accessibility through data migration as technology changes. (Archives and Records Management Account-State, Local Government Archive Account-State)

Digital Historical Collection

This activity provides searchable online access to State Library historical resources that have previously been available only in paper or microfilm. The collections are web-accessible to citizens across the state.

Election Cost Reimbursement to Counties

This activity provides primary and general election cost reimbursements to county election offices in odd-numbered election years and for the presidential primary.

Federal Information

This activity provides citizens with access to print and digital information and publications, both current and historical, from the federal government.

Government Information Locator Service (GILS)

This activity provides citizens with online access to government information in Washington through specialized online search tools offering sites for state and local government and consumer protection information.

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Help America Vote Act Local Grant Program

This activity was created in the 2003-05 Biennium to establish a local grant program to assist county auditors in meeting the requirements of the federal Help America Vote Act of 2002 (HAVA). The Office of the Secretary of State is responsible for administering the grant program and meeting federal audit requirements. (Election Account-Federal)

Historical Collection

This activity provides citizens with information on the history of the Washington Territory and the state of Washington.

Imaging Services and Security Microfilm

This activity provides imaging services on a cost-recovery basis to state and local agencies to ensure permanent retention of essential records and documents of legal or historical significance. Services include imaging (filming, scanning, and digital conversion); creating an inventory; quality review and inspection; brown-toning for preservation; and off-site security storage of archival microfilm and images. The unit also provides assessment and consultation on local government holdings and microfilm/imaging standards. (Imaging Account-Non-appropriated, Archives & Records Management Account-State, Local Government Archive Account-State)

Library Services to State Institutions

This activity provides on-site library services to over 11,000 residents of two Department of Social and Health Services (DSHS) psychiatric hospitals and ten Department of Corrections (DOC) adult correctional institutions. Both DSHS and DOC libraries support the education, treatment, and rehabilitation of patients and offenders. Branch libraries assist DOC in complying with American Correctional Association standards for accreditation. (General Fund-Federal)

Oral History Program

This activity records, transcribes, and publishes the recollections of legislators, state officials, and citizens who have been involved with the state's political history. The publications document the formation of public policy in Washington State and demonstrate the roots of our democratic government. The program's mission is to gather and disseminate this history, which otherwise would be lost and inaccessible to researchers, teachers, students, and others interested in our state history. (Oral History Donation Account Non-appropriated)

Productivity Board

The Brainstorm and Teamwork Incentive programs ensure that all state employees have access to a neutral process where their ideas can be heard, either as a team or individual. The programs partner with all state agencies in a proven process that encourages employees to become more efficient and helps save state taxpayer dollars. (Dept of Personnel Services-State)

Public Affairs Broadcasting

The Office of the Secretary of State contracts with a non-profit organization to produce gavel-to-gavel television coverage of state government deliberations and other events of statewide significance.

Records Management

Records Management is an integral part of managing the life cycle of state and local government records in an efficient and cost-effective manner, while preserving essential legal and historical archival records. Substantial space savings are achieved by timely destruction of records according to retention schedules approved by state and local records committees. Maintaining a central state records center achieves significant storage cost savings, and the document retrieval system provides efficient access to agency records. (Archives & Records Management Account-State, Local Government Archive Account-State)

State Archives

The primary mission of the State Archives is to preserve and make accessible the legal and historical documents of all executive, legislative, and judicial branch agencies, and all local governments. State Archives manages the life cycle of state records and maintains public research facilities for reference and scholarship. The main facility in Olympia and five branches (Bellevue, Bellingham, Ellensburg, Cheney, and Olympia) ensure citizen access to local records while maintaining the security necessary for authentic records. Services include an online research catalog to collections, training and outreach, records preservation, conservation efforts, and a grant program. The five archive branches also perform record management services for all local governments. (Archives & Records Management Account-State, Local Government Archive Account-State, Archives Donation Account Non-appropriated)

State Depository Collection

This activity provides citizens with access to print and digital information and publications, both current and historical, from Washington State agencies. (Library Donation Account Non-appropriated)

Voter Registration and Initiative Services

This activity facilitates the filing and processing of proposed initiatives and referenda, filing of completed petitions, and verification of voter signatures on filed petitions. All qualified initiatives and referenda are certified to the county auditors. All motor-voter and mail-in registration information is processed for delivery to county auditors to ensure the maintenance of complete and accurate voter registration lists.

Voter Registration Database

Under an activity established during the 2003-05 Biennium to meet the requirements of the federal Help America Vote Act of 2002 (HAVA), the Office of the Secretary of State must build and maintain a coordinated, centralized, and uniform state voter registration database with connectivity to the 39 county election offices, Department of Licensing, and Department of Corrections. This database provides a new tool to ensure that elections are less susceptible to fraudulent voter registration and improve service to the state's voters. It provides real time connectivity between county offices and the state to ensure that a voter is only registered at one location at a time. Further, it provides a tool to confirm the legitimacy of each new voter registration by cross checking the data with licensing information, social security number information, and a list of those with no right to vote (such as convicted felons). (Election Account-Federal)

Voters Pamphlet, Voter Outreach, and Legal Advertising

As required by the State Constitution, this activity supplies voters with access to information about elections, candidates, and ballot measures through the voter's pamphlet, an online voter's guide, 24-hour telephone hotline, and legal advertisements. The division provides voting and election information to children, students, and young adults, as well as online access to election results reported in real time by county election offices. Foreign language translation for all voter outreach and voter education services is provided through the Office of the Secretary of State's website.

Washington Talking Book and Braille Library

The State Library contracts with the Seattle Public Library to provide statewide services to the blind, visually impaired, and persons with learning and physical disabilities. (General Fund-Federal)

Other Statewide Adjustments

This item reflects proposed compensation and other adjustments that were not allocated to individual agency activities. The agency will assign these costs to the proper activities after the budget is enacted.